

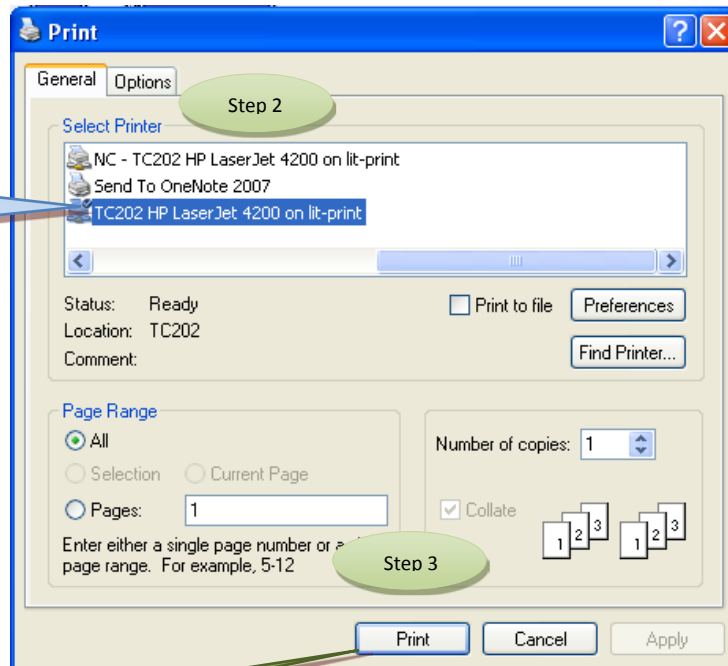


## PaperCut Student Guide

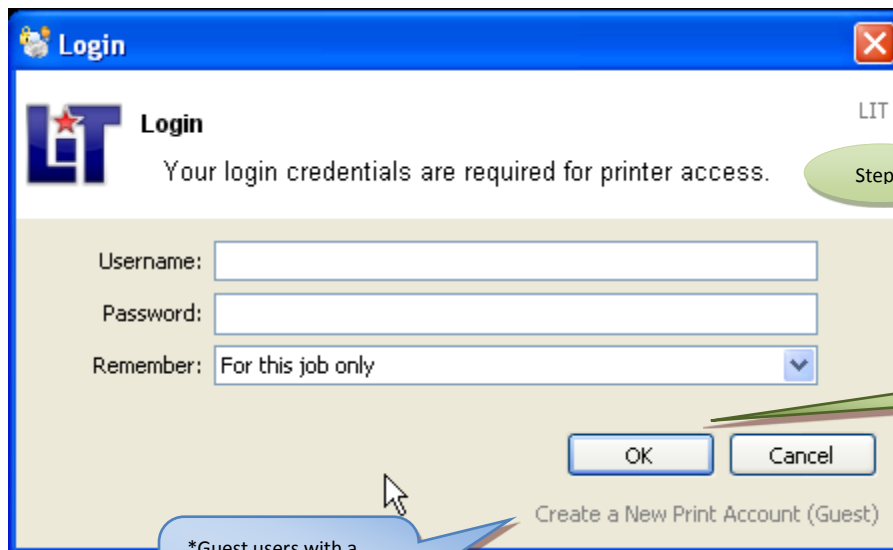
### 1.0 Sending a Print Job directly from student workstations (Direct Printing)

Students or Guest Users click the **Printer icon** on the standard toolbar or select the **Print Command** from the File Menu or press **Ctrl+P** on their keyboard to select the specific printer.

Step 1



User confirmation Pop-up



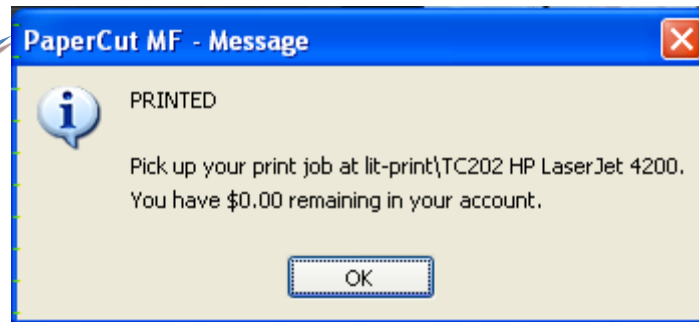
[Type text]

[Type text]

[Type text]

FYI

User receives Delivery  
Notification Message



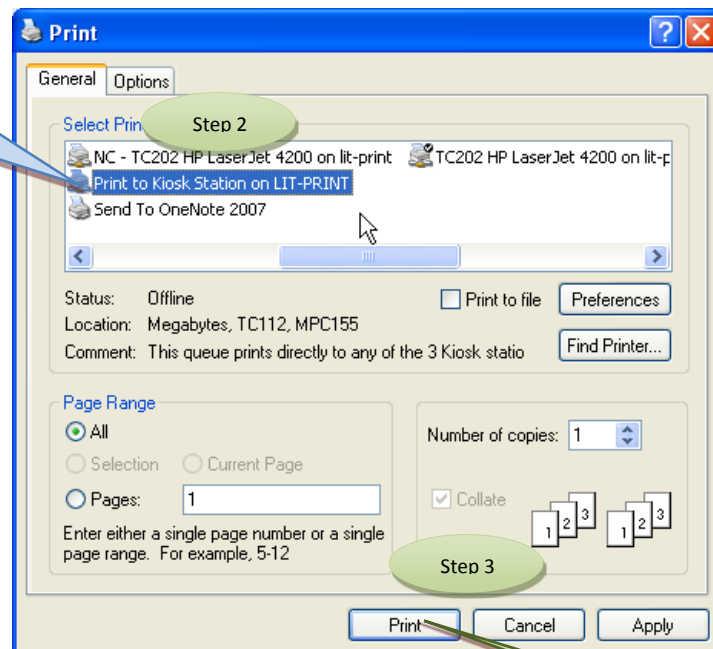
Note: A confirmation message appears in the middle of the computer desktop displaying that the print job was sent **directly to a specific printer**, the remaining balance in the user's account.

## 2.0 Sending a Print Job to a holding queue for later release (PRS Printing)

Students or Guest Users click the **Printer icon** on the standard toolbar or select the **Print Command** from the File Menu or press **Ctrl+P** on their keyboard to select the specific printer.

Step 1

Kiosk printers allow  
for later release via  
a release station



Click Print



User confirmation Pop-up

The Login dialog box has a blue title bar with the LIT logo and the word "Login". The main area is white with the LIT logo and the text "Your login credentials are required for printer access." Below this is a "Step 4" label. There are three input fields: "Username:", "Password:", and "Remember:" with a dropdown menu set to "For this job only". At the bottom right are "OK" and "Cancel" buttons. A link "Create a New Print Account (Guest)" is at the bottom center.

Students log in by entering EAGLE account "Username and Password."

FYI

Click Print

\*Guest users with a P2P account select this option and enter their print account info.

FYI

User receives Delivery Notification Message

The PaperCut MF - Message dialog box has a blue title bar. It features an information icon and the word "ATTENTION". The main text reads: "Your document is stored in a Print Release Station (Pay-Station) Queue. Please go to the Station to release your print job. Note: Print Jobs are deleted after a 24 hours period." An "OK" button is at the bottom center.

Note: A confirmation message appears in the middle of the computer desktop displaying that the **print job was stored in a Print Release Station (Pay-Station) Queue** for later release, also indicating that the Print Job will remain in a holding queue for 24 hrs.



### 3.0 Adding Value using cash to print accounts via the Add Value Station (Pay Station)

At the **Pay Station / Print Release Station** (Kiosk), screen users log in by entering their EAGLE account "Username and Password".

**Step 1**

To begin, enter your login details.  
For LIT students use your T number and password.  
For Guest use your print account.  
\*Contact the help desk if assistance is required.

Username: \_\_\_\_\_  
Password: \_\_\_\_\_  
OK

Click Ok

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**Guests** log in by entering their P2P-Print Account Information previously created via the PaperCut User Web

Guest users **must** create a permanent print account before adding funds in the PaperCut System, funds added to any account the system will remain in the account balance for future use. **See section "How to create a P2P guest account for printing"**

**Step 2**

User: cmbrahan. Your balance: \$0.00

Add Value Refresh

Printer	Document	Machine	Pages	Cost	Action
---------	----------	---------	-------	------	--------

Exit Print All Cancel All Done

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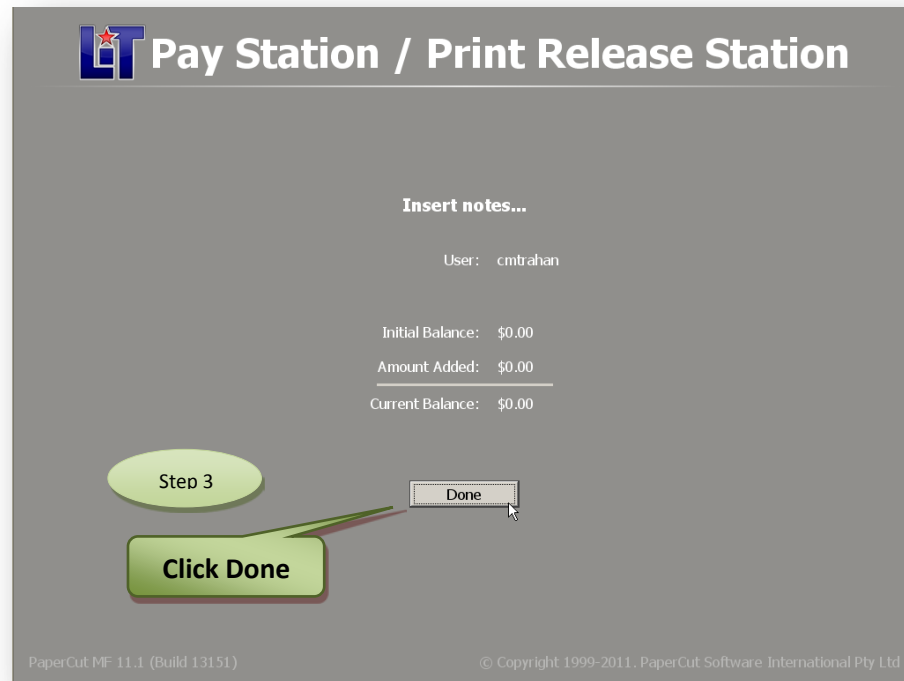
User's current balance is displayed in real time.

Click Add Value

Users may select 'Done' to exit this screen.



When pressing the **'Add Value'** button, users are prompted to insert bills in the Bill Acceptor Unit located at the base of the PRS/AVS and the amount added by the unit is displayed in real time as the User's Balance is increased.



After pressing **'Done'** users are automatically logged out, unless there are pending print jobs to be released in their print queue in which case they are returned to the Print Job Window.



The Bill Unit lights will flash green indicating a ready status to accept funds.

FYI



## 4.0 Releasing a Print Job at the Pay Station / Print Release Station (Kiosk)

At the Pay Station / Print Release Station (Kiosk) screen **users** log in by entering their EAGLE account "Username and Password."

**Step 1**

**Students** log in by entering EAGLE account "Username and Password."

**FYI**

For LIT students use your T number and password.

For Guest use your print account.

\*Contact the help desk if assistance is required.

**Click Ok**

**Guests** log in by entering their P2P-Print Account Information previously created via the PaperCut User Web

OK

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Guest users **MUST** send their print jobs from their workstations using their registered P2P print account the PaperCut System; consequently, when they log in at the Pay Station / Print Release Station (Kiosk) and their print job appears under said account. **See section** "How to send a print job to the PRS for later release"

**Pay Station / Print Release Station**

User: cmbrahan. Your balance: \$0.00

Add Value Refresh

Printer	Document	Machine	Pages	Cost	Action
Print to Kiosk Station	http://www.lit.edu/	tc202-18.e...	1	\$0.05	Print Cancel

**Step 2**

**Click Print**

Users may select 'Done' to exit this screen after releasing the desired print jobs. \*Auto log out if no jobs remain in queue.

**FYI**

**Message**

There is not enough available credit to print this job. Add credit now?

Yes No

**Step 3**

**Click Yes to add funds**

Print All Cancel All

Exit Done

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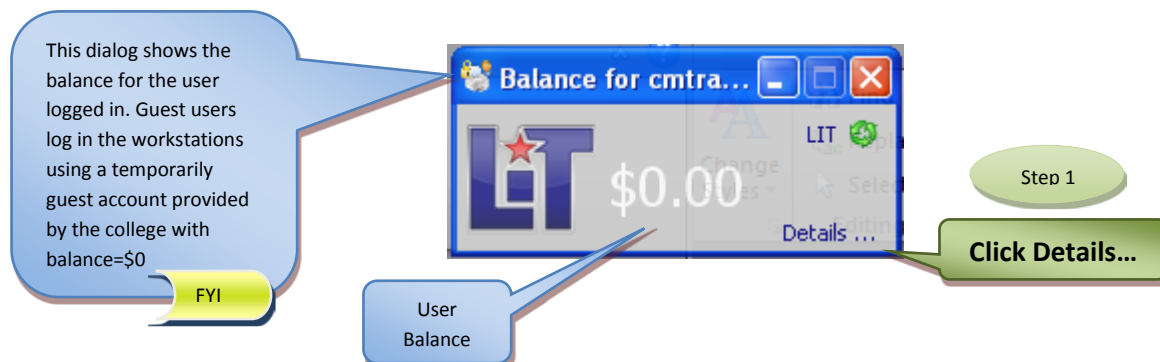
When the user tries releasing a print job with insufficient funds and clicks print, a message is display with an option to add funds to the account. If the user clicks the 'Yes' button, a dialog appears that instructs them to insert funds to their print account right at the station by the means of cash \$1; \$5; \$10; \$20 in the Bill Acceptor Unit . The inserted amount is then added/displayed in real time and the print job is automatically released for the user once the required balance is registered by the system and becomes available in the user's account.



All communication dialogs or user interface windows are configured to time out after 30 seconds of inactivity from the user.

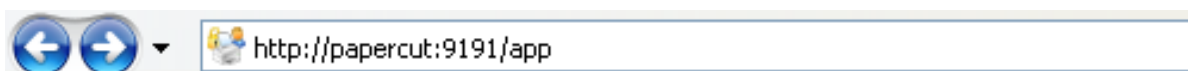
## 5.0 User's Web interface in PaperCut

Once the users log in to any computer using their EAGLE account, a dialog window appears on the top right corner of their computer screen displaying their PaperCut (P2P) Balance.



Step 2

The PaperCut **User Web Interface** may also be accessed from anywhere on the network by opening any internet browser and typing the following URL.

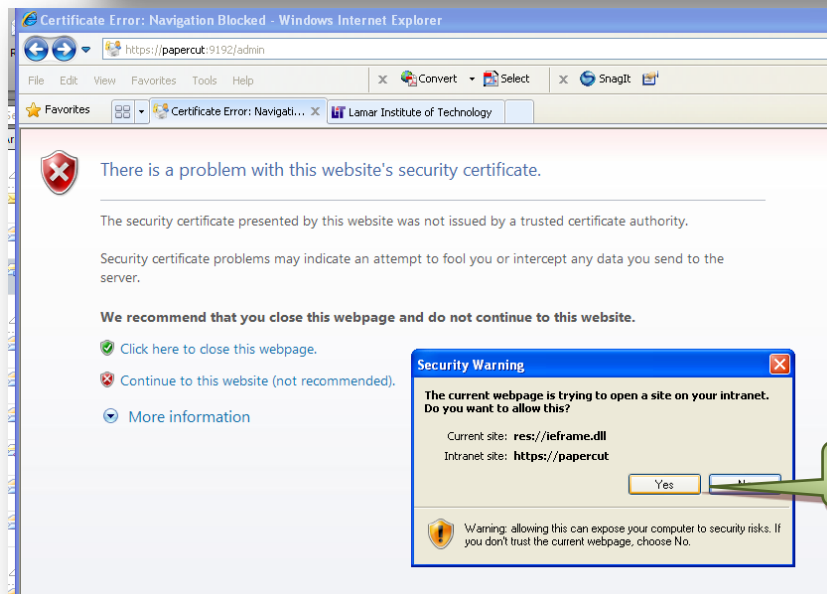
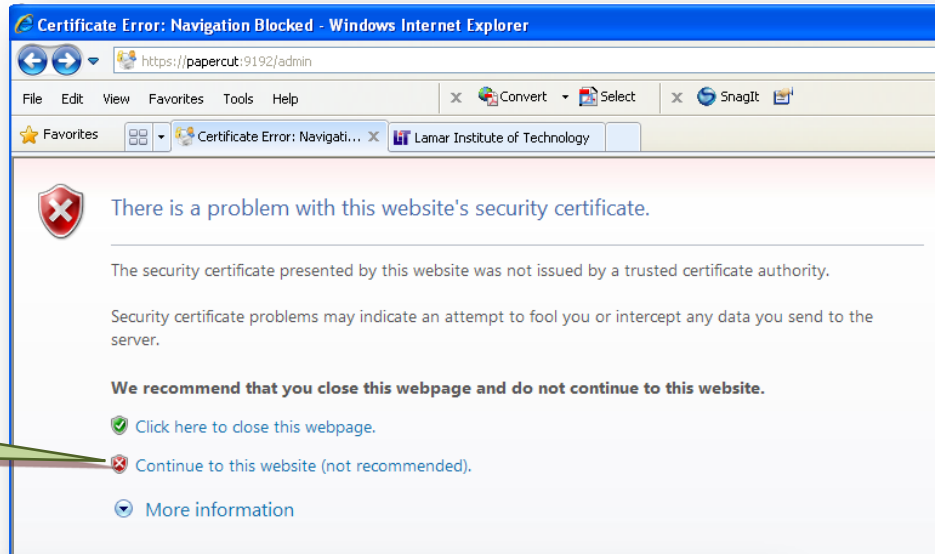




In the event there is a certificate error in Internet Explorer, follow the steps below. Omit **Step 3** and **4** if there is no certificate error.

Step 3

Click Continue to this website



Step 4

Click Yes





**Students** log in using their EAGLE account "Username and Password."

**Guest users** with a registered print account in the PaperCut System may log in to their user web interface or register a permanent print account via this web registration link.

FYI

Step 5

Click Log in

LT

Username

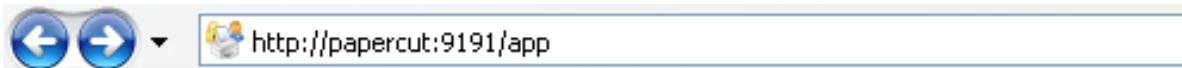
Password

Language

Log in

[Create a New Print Account \(Guest\)](#)

The PaperCut **Guest Registration Interface** may also be accessed from anywhere on the network by opening any internet browser and typing the following URL





## 6.0 Account Summary Overview

When users login they are taken to the summary page.

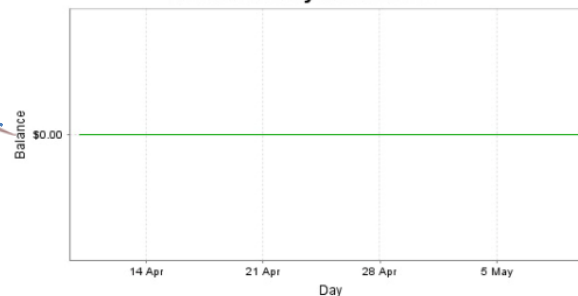
**Summary**

User name	dwblock (Block, David)
Balance	\$0.00
Total print jobs	2
Total pages	3

Users can review their Account Balance activity

### Activity

#### Balance history for dwblock



**Users** can review their individual Environmental Impact caused by their printing, creating awareness for better use of resources and protecting the Environment.

### Environmental Impact

Trees	0.004% of a tree since Mar 29, 2011
Carbon	13 grams of carbon dioxide since Mar 29, 2011
Energy	Equivalent to running a 60W bulb for 0.8 hours

## 7.0 User's Rates Overview

Select Rates

**Printing Rates**

Quick Find:

Printer	Page Cost	Grayscale Discount	Duplex Discount	Details
device\pay-station-MegaBytes-Kiosk	\$0.00			
device\pay-station-MPC155-Kiosk	\$0.00			
device\pay-station-TC112-Kiosk	\$0.00			
<a href="#">lit-print\CB100 Oce VarioLink 3622</a>	\$0.00			
<a href="#">lit-print\CB121 HP LaserJet 4700</a>	\$0.00			



## 8.0 Transaction History Overview

Select Transaction History

The screenshot shows the Transaction History page with a table of transactions. Callouts provide details about the data presented in the table.

Transaction date	Transacted by	Amount	Balance after	Transaction type
May 31, 2010 4:03:27 PM	admin	\$0.16	\$3.22	Printer Usage (Full refund)
May 31, 2010 3:53:26 PM	[system] (print)	(\$1.28)	\$3.06	Printer Usage
May 31, 2010 2:17:13 PM	[system] (print)	(\$0.16)	\$4.34	Printer Usage
May 27, 2010 12:57:11 PM	admin	\$4.50	\$4.50	Manual adjustment

Callouts:

- Users may export data into different formats: PDF, HTTP, or Excel
- Date when user transaction occurred
- Identifies the staff member who performed the operation
- Start Balance before each transaction
- Affected balance after each transaction is completed
- Describes the type of transaction.

## 9.0 Recent Print Jobs Overview

Select Recent Print Jobs

The screenshot shows the Recent Print Jobs page with a table of print jobs. Callouts provide details about the data presented in the table.

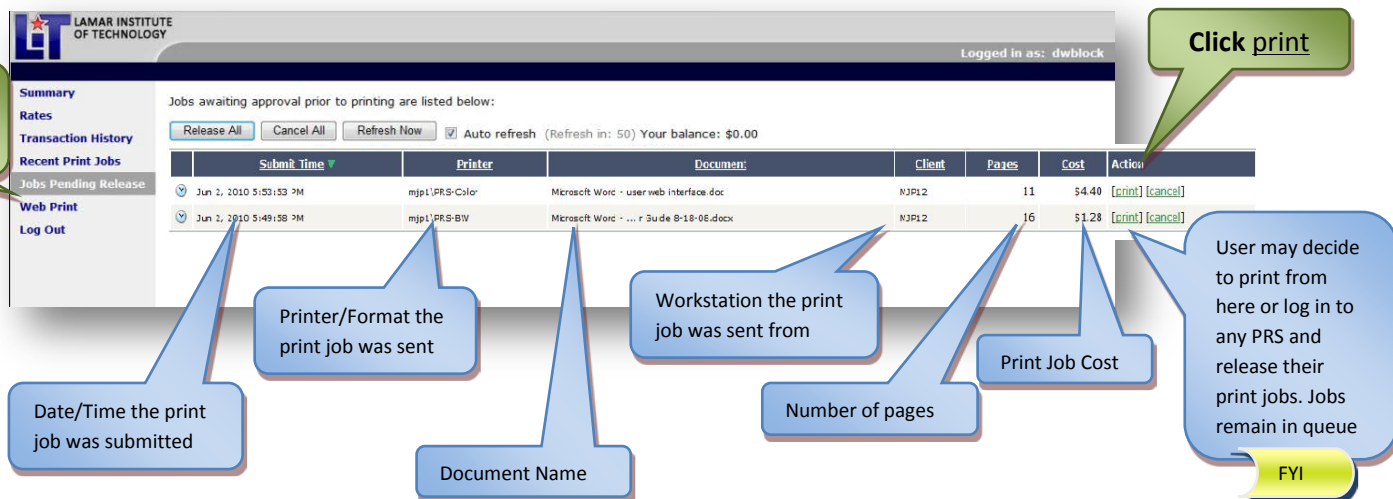
Usage Date	Charged To	Printer	Pages	Cost	Document Name	Attribs.	Status
May 3, 2011 6:12:14 PM	dwblock	lit-print/CB205 Canon IR-ADV C5051	1	\$0.00	Lightroom (Grad-224-Edit.psd)	LETTER (ANSI_A) Duplex: No Grayscale: No 1,486 kb CB204-02125 CANON UFR	Printed
May 3, 2011 9:31:21 AM	dwblock	lit-print/CB205 Canon IR-ADV C5051	2	\$0.00	Microsoft Word - ... e and Leave Form.doc	LETTER (ANSI_A) Duplex: No Grayscale: No 62 kb CB204-02125 CANON UFR	Printed

Callouts:

- Users may export data into different formats: PDF, HTTP, or Excel
- Printer where job was sent.
- Print job total pages, cost and document name information
- Print job was cancelled and never charge, funds are automatically refunded to
- Print job status with specific information for every print job.

## 10.0 Jobs Pending Release

Users may check and release their pending print jobs in queue via their user web interface "Jobs Pending Release" page



**Select Jobs Pending**

**Click print**

**Printer/Format the print job was sent**

**Workstation the print job was sent from**

**Print Job Cost**

**Number of pages**

**Document Name**

**Date/Time the print job was submitted**

**User may decide to print from here or log in to any PRS and release their print jobs. Jobs remain in queue**

**FYI**

Submit Time	Printer	Document	Client	Pages	Cost	Action
Jun 2, 2010 5:53:53 PM	mjpl\PRS-Color	Microsoft Word - user web interface.doc	N3P12	11	\$4.40	[print] [cancel]
Jun 2, 2010 5:49:58 PM	mjpl\PRS-B/W	Microsoft Word - ... r 3u de 8-18-08.docx	N3P12	16	\$1.28	[print] [cancel]

Sending a print job from the PaperCut user web interface allow users to release directly from their workstations, however they must pick up their jobs at the destination printer they select after they finish the steps to avoid other jobs from overlapping. The most secure way for releasing compromising or private information should be via the Pay Station / Print Release Station (Kiosk).

## 11.0 Guest Account Registration for guest users (Community users)

Guests or community users are provided a temporarily account to use the PaperCut system and it is only good for 24.

Once the Users logs in to any college computer using their Guest Account , a dialog window appears in the top right corner of the computer screen displaying the PaperCut (P2P) Balance and a '**Details...**' link where user may access to create this permanent print account.

Guest may also create a print account directly via the following URL <http://papercut9191/app>

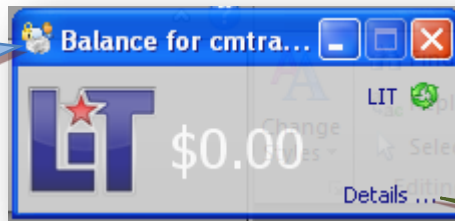




## Creating a Guest Account

This dialog shows the balance for the user logged in. In the case of guest users is the Balance for the temporarily guest account provided by the college with balance=\$0

FYI



Step 1

Click Details...

**Guest users** with a registered print account in the PaperCut System may log in to their user web interface or register a permanent print account via this web registration link.

Step 2

Click on this Link

Step 2

Guest users enter required information

\*Prefix LIT added  
\*Unique field  
\* No minimum

\*Alphanumeric  
\*4 characters minimum

### Register New User Account

This is a permanent print account for LIT Guest without a T number.  
\*\*\*By entering an E-mail address, a registration receipt is sent to you (optional) \*\*\*

LIT students please EXIT and use your T number for printing (i.e. t0000)  
LIT Faculty/Staff please EXIT and use your AD username and password.

Full Name:	<input type="text"/>
Email Address:	<input type="text"/>
Username:	LIT- <input type="text"/>
Password:	<input type="password"/>
Verify Password:	<input type="password"/>

Step 3

Click on Register

Register



Username in PaperCut is unique; user is required to select another if one has been used.

### Register New User Account

This is a permanent print account for LIT Guest without a T number.  
\*\*\*By entering an E-mail address, a registration receipt is sent to you (optional) \*\*\*

LIT students please EXIT and use your T number for printing (i.e. t0000)  
LIT Faculty/Staff please EXIT and use your AD username and password.

Full Name:	<input type="text" value="John Doe"/>
Email Address:	<input type="text" value="johndoe@yahoo.com(optional)"/>
Username:	LIT- <input type="text" value="jdoe"/> Your full username will be: LIT-jdoe
Password:	<input type="password" value="*****"/>
Verify Password:	<input type="password" value="*****"/>
<input type="button" value="Register"/>	

Password in PaperCut is required to be four (4) characters long. User is advised to enter the correct minimum

You must enter at least 4 characters for Password.

### Register New User Account

This is a permanent print account for LIT Guest without a T number.  
\*\*\*By entering an E-mail address, a registration receipt is sent to you (optional) \*\*\*

LIT students please EXIT and use your T number for printing (i.e. t0000)  
LIT Faculty/Staff please EXIT and use your AD username and password.

Full Name:	<input type="text" value="John Doe"/>
Email Address:	<input type="text" value="johndoe@yahoo.com(optional)"/>
Username:	LIT- <input type="text" value="jdoe"/> Your full username will be: LIT-jdoe
Password:	<input type="password" value="**"/>
Verify Password:	<input type="password" value="**"/>
<input type="button" value="Register"/>	

User Interface Account creation displays a confirmation screen.  
Guest user receives this confirmation via e-mail to the registered e-mail address.

### Register New User Account

Thank you for registering. Your details are:

Full Name: John Doe  
Username: lit-jdoe1  
Password: [hidden]  
Identity Number: 095103  
ID PIN: 9283

Guest user may now log in to their user web interface

The identity number and PIN may be required to log into some devices.

Please print or take note of this information, and keep the password and PIN private.

Click "Login" to continue.

[Login](#)

Password is protected here but in the confirmation receipt, user gets via e-mail it is visible so they can always refer back if forget password.

FYI



## 12.0 Web Print

The Web Print function is currently unavailable at this time.

## 13.0 Print Station

The PaperCut Print Release Station / Pay Station is located at: CB MegaBytes, MPC 155, and TC 112.



The card reader below the keyboard is currently unavailable at this time.